



# Solution

## Don't Let Untimely Reporting Cost Your Company Thousands of Dollars.

The number one goal at UniStaff is to keep our clients in compliance. Everyday UniStaff focuses on this goal by ensuring that payroll taxes are filed, employee files are complete and Workers' Compensation and unemployment claims are closely followed. Each area of your business requires some form of compliance. Being in compliance could cost your company thousands or millions of dollars. Help UniStaff keep you in compliance by providing timely reporting of all of your Human Resource issues. Below are examples of how untimely reporting can negatively affect your business.



## Character First Monthly Character Traits

UniStaff is proud to be a member of Character First. Character First is an organization designed to furnish the tools necessary to weave positive character into every aspect of your organization's culture.

### January

*Persuasiveness vs. Contentiousness*  
Guiding vital truths around another's mental roadblocks

### February

*Wisdom vs. Foolishness*  
Seeing and responding to life situations from a perspective that transcends my current circumstances

### March

*Character*  
The inward motivation to do what is right

[www.characterfirst.com](http://www.characterfirst.com)

**Employee Files** - Employee files are periodically audited by the Federal government. It is necessary that all paperwork be filled out correctly and completed by each individual employee. Fines for incomplete paperwork can range from \$200 to millions of dollars. If your employee's I-9 forms are found to be incomplete you will be charged \$200 per employee per day of employment until proof of citizenship is documented. All of the employment paperwork you need to remain in compliance is provided by UniStaff.

**Timesheet Reporting** - Sending timesheets in a timely manner allows UniStaff to work closely with you to ensure there are no errors in payrolls. Keeping timesheets updated with new hires and terminations allows UniStaff to follow up on paperwork, unemployment and tax issues. In order to protect you and our clients, initial paychecks will not be sent to employees with incomplete paperwork.

**Changing Business Status** - For example, should you be considering changing from a sole proprietorship to an LLC, an LLC to a corporation, changing names or federal ID numbers, all of these decisions dramatically affect your payrolls, taxes, insurance, workers' compensation, unemployment and many other aspects of your business. There are many ways UniStaff can be of assistance to you during your decision making process. Informing UniStaff of new status information allows us to

ensure that these aspects of your business are in compliance.

### Workers' Compensation -

When worksite injuries are reported within a 24 hour period, UniStaff has the opportunity to question witnesses, evaluate the claim and determine if the claim is legitimate. Timely claims' reporting allows UniStaff to ensure the claim will be handled in a manner that will keep cost down. Late reporting can result in double charges, lost time wages and payment for injuries that were a result of drug use. Please feel free to call UniStaff day or night and be assured that your incident will be evaluated.

As your Human Resource Department UniStaff will continue to strive for excellence and thereby ensuring your business is in compliance. Don't be a victim to compliance issues, allow UniStaff to work as an extension of your company.



## Optional Benefits

UniStaff is pleased to offer supplemental insurance products through Allstate Financial Workplace Division. UniStaff encourages you and your employees to take advantage of the valuable coverages available that may be beneficial to you or your employees and families: **Cancer, Accident, Disability Income, Heart/Stroke, Hospital Indemnity, Dental** as well as **Annuities, Term and Universal Life insurance**. These products are offered on a voluntary basis and the expense is the sole responsibility of the employee. Also, the coverage is portable which means it can be taken with the employee if he/she should leave your company for any reason. UniStaff will always take care of the customer service issues including the enrollment process for existing and new employees and assistance with filing claims when necessary. We look forward to working with you in 2004 to enhance your benefits package for your employees.



**Allstate**  
You're in good hands.

## UniStaff Solutions.com

UniStaff has a new Web site designed to assist you in your employment needs. Please take a moment to visit our site at [www.unistaffsolutions.com](http://www.unistaffsolutions.com).

The Web site has a client log-in which allows you access to all employment forms. To access the client portion of the web-site, just click on the "Client Log-In" on the top right corner of your screen. We have created the Client ID and password as a way to safeguard our employee forms.

### The access information is as follows:

Client ID: **unistaff  
advantage**  
Password:  
**www.unistaffsolutions.com**

As you review our Web site, please offer any suggestions that would create user-friendly attributes. Our goal is to offer this as a way of communication for clients who would like this option. Please remember, that it is not mandatory to use the Web site to download employee forms or other employment activities. You are still able to call us anytime for the personal service UniStaff has always strived to offer.

## More Benefits For Your Employees, Low Cost To You!

Through our Section 125 Cafeteria Plan UniStaff is able to bring you Health Flexible Spending and Dependent Flexible Spending. Both Flexible Spending Accounts allow employees to pay for out of pocket medical expenses and day care expenses with tax free dollars. An employee can choose to have these deductions pre-taxed; meaning that the deductions are subtracted from gross payroll before taxes. As a result, gross payroll is lower and therefore, taxes are less than they would otherwise be. Employees do not need to be enrolled in a group medical plan in order to be eligible; they are automatically eligible as your employee.

This is a wonderful benefit for employees who have medical deductibles and/or have children in day care. This benefit does not cost the employee anymore money per month, it just allows them to actually save money on what they are already spending. The following is an example of how they can save money:

Single Parent Average Expenses	Flexible Spending:	Without	With
	<i>Total Monthly Pay</i>		\$1,600
<i>Less Non-Taxable Benefits:</i>			
<i>Insurance</i>	\$0		\$187
<i>Medical/Dental Expenses</i>	\$0		\$60
<i>Child-Care Expenses</i>	\$0		\$175
<i>Total Pay Subject To Tax</i>	\$1,600		\$1,178
<i>Less Deductions</i>			
<i>Federal &amp; State Taxes</i>	\$192		\$115
<i>Social Security Tax</i>	\$122		\$90
<i>After Tax Income</i>	\$1,286		\$973
<i>After Tax Expenses</i>			
<i>Insurance Premiums</i>	\$187		\$0
<i>Medical/Dental Expense</i>	\$60		\$0
<i>Child Care Expense</i>	\$175		\$0
<i>Spendable Income</i>	\$864		\$973
	<b>Annual Increase in Take Home Pay</b>		<b>\$1,308</b>

*In this illustration, the single parent earns \$19,200 annually and has two children. She uses flexible spending to pay the premium for medical coverage and to pay for the cost of medical deductible and dental care this year. In addition, she has opted to pay her child care expenses out of her pre-tax dollars. In this way, she increase her take-home pay by \$109 each month...or \$1,308 this year. That's an additional 15% take home pay.*

If you are thinking of offering your employees more benefits, this is a great place to start. If you are already participating in group health this is a nice compliment. If you are interested in the Flexible Spending Plan or health insurance, please give Jenna a call. UniStaff will be glad to come in a meet with your employees to discuss how this can benefit them. This benefit comes with very limited cost and a large benefit to our clients.